


<b>INVITATION TO BID</b>  STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				<b>BIDS WILL BE PUBLICLY OPENED:</b>  <div style="font-size: 1.2em; font-weight: bold;">JAN 14, 2010      10:00 AM</div>  PURCHASING AGENCY NO. :    107001																													
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2237929 <b>FILE NO. :</b> <b>OPENING DATE :</b> 01/14/10  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<b>SEE NO. 8 BELOW. RETURN BID TO</b> <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between;"> <span>2237929</span> <span>01/14/10</span> </div> <div style="margin-top: 10px;"> <b>OFFICE OF STATE PURCHASING</b>  <b>OFFICE OF STATE PURCHASING</b>  <b>POST OFFICE BOX 94095</b>  <b>BATON ROUGE, LA 70804-9095</b> </div> <div style="margin-top: 20px;"> <table style="width: 100%;"> <tr> <td style="width: 60%;">BUYER</td> <td style="width: 40%;">: NICK CASCIO, CPPB</td> </tr> <tr> <td>BUYER PHONE</td> <td>: (225) 342-8067</td> </tr> <tr> <td>DATE ISSUED</td> <td>: 12/15/09</td> </tr> <tr> <td>REQ. AGENCY</td> <td>: 806PUR</td> </tr> <tr> <td colspan="2" style="text-align: right;">FOLD HERE--&gt;</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>LA PROPERTY ASSISTANCE AGENCY</b></td> </tr> <tr> <td>AGENCY REQ. NO.</td> <td>: </td> </tr> <tr> <td>ISIS REQ. NO.</td> <td>: 1326898</td> </tr> <tr> <td>VENDOR PHONE</td> <td>: </td> </tr> <tr> <td>FISCAL YEAR</td> <td>: 10</td> </tr> <tr> <td>CLASS/SUBCLASS</td> <td>: 96209</td> </tr> <tr> <td>SCHEDULED BEGIN DATE</td> <td>: 03/01/10</td> </tr> <tr> <td>SCHEDULED END DATE</td> <td>: 02/28/11</td> </tr> <tr> <td>T-NUMBER</td> <td>: 91830</td> </tr> </table> </div>				BUYER	: NICK CASCIO, CPPB	BUYER PHONE	: (225) 342-8067	DATE ISSUED	: 12/15/09	REQ. AGENCY	: 806PUR	FOLD HERE-->		<b>LA PROPERTY ASSISTANCE AGENCY</b>		AGENCY REQ. NO.	:	ISIS REQ. NO.	: 1326898	VENDOR PHONE	:	FISCAL YEAR	: 10	CLASS/SUBCLASS	: 96209	SCHEDULED BEGIN DATE	: 03/01/10	SCHEDULED END DATE	: 02/28/11	T-NUMBER	: 91830
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<div style="border: 1px solid black; width: 100%; height: 80px; margin: 0 auto;"></div> <div style="text-align: center; font-weight: bold; margin-top: 10px;">         FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.       </div>																																	
<i>AUCTIONEERING SERVICES</i>																																	
<b>TO BE COMPLETED BY VENDOR</b>																																	
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).																																	
<b>INSTRUCTIONS TO BIDDERS</b>																																	
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 030DAYS ARO 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.																																	
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>		<b>DATE</b>																													
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>			<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>																														

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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<p>1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:</p> <p>BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.</p> <p>BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT: OFFICE OF STATE PURCHASING P O BOX 94095 BATON ROUGE LA 70804-9095</p> <p>BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:</p> <p>OFFICE OF STATE PURCHASING CLAIBORNE BUILDING, SUITE 2-160 1201 NORTH THIRD STREET BATON ROUGE, LA 70802</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE &amp; TIME SHALL RESULT IN REJECTION OF THE BID.</p> <p>***** PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION. *****</p> <p><b>**ATTENTION:**</b></p> <p>RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.</p> <p>2 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE,</p>			

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COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

3

CANCELLATION

THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

4

CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$100,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133.

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT WWW.EPLS.GOV

5

SCOPE OF CONTRACT

SUBMITTAL OF ANY TERMS AND CONDITIONS CONTRARY TO THOSE OF THE STATE OF LOUISIANA MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING BELOW, TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN YOUR BID ARE NULLIFIED, AND CONTRACTOR AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

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BIDDER SIGNATURE

6

SPECIFICATIONS FOR AUCTIONEER PROPOSAL

DESCRIPTION

LOUISIANA PROPERTY ASSISTANCE AGENCY NEEDS THE ASSISTANCE OF A COMPETENT, LICENSED AUCTIONEER TO PERFORM SUCH SERVICE AND RENDER ASSISTANCE AS NECESSARY TO LPAA PERSONNEL TO SET UP AND CARRY OUT A PUBLIC AUCTION FOR THE SALE OF MOVABLE PROPERTY OWNED BY OR CONSIGNED TO LPAA.

THE VENDOR REPRESENTS THAT IT POSSESSES THE NECESSARY EXPERTISE AND EXPERIENCE REQUIRED TO CONDUCT THE PUBLIC AUCTIONS DESCRIBED HEREIN, AND THAT SUCCESSFUL VENDOR SHALL PERFORM THESE SERVICES FOR A FEE.

THE AUCTION SHALL CONSIST OF A MINIMUM OF 150 ITEMS WHICH SHALL BE ACCUMULATED AND LISTED PRIOR TO THE AUCTION.

CONTRACT TERMS

THIS CONTRACT IS FOR ONE (1) YEAR FROM MARCH 1, 2010 THROUGH FEBRUARY 28, 2011 WITH NO OPTION FOR RENEWAL IN ACCORDANCE WITH R.S. 39:330.1(A).

LOCATION AND TIME

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<p>THE LOCATION OF THE AUCTION SHALL BE DESIGNATED BY LOUISIANA PROPERTY ASSISTANCE AGENCY. THE AUCTIONS SHALL BE CONDUCTED ON THE SECOND (2ND) SATURDAY OF EACH MONTH. THESE DATES MAY BE CHANGED PROVIDED THAT A MUTUALLY AGREED UPON CHANGE IS EXECUTED IN WRITING BY BOTH PARTIES AT LEAST THIRTY (30) DAYS PRIOR TO THE PROPOSED NEW DATE.</p> <p>LA. PROPERTY ASSISTANCE AGENCY RESERVES THE RIGHT NOT TO SCHEDULE A MONTHLY PUBLIC AUCTION; GIVING THIRTY (30) DAYS NOTICE PRIOR TO THE PROPOSED DATE.</p> <p>THE VENDOR SHALL NOT CHARGE AUCTION CUSTOMERS A "BUYER PREMIUM", OR ANY OTHER ADDITIONAL FEES OVER AND ABOVE THE SALES PRICE AND TAXES DUE ON EACH SALE, EXCEPT THAT THE VENDOR MAY CHARGE UP TO A FIVE PERCENT (5%) HANDLING CHARGE FOR PERSONAL CHECKS, UNLESS ACCOMPANIED BY A BANK LETTER OF GUARANTEE AND CREDIT CARD PAYMENT MADE OUT TO THE AUCTION COMPANY.</p> <p>COMPLIANCE WITH LAWS</p> <p>THE VENDOR SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES IN CARRYING OUT THE PROVISIONS OF THIS CONTRACT. THESE LAWS INCLUDE LA MINOR LABOR LAW PLACARD TITLE 23, CHAPTER 3 OF REVISED STATUTES OF 1950, AS AMENDED.</p> <p>ARBITRATION</p> <p>ANY DISPUTE BETWEEN THE PARTIES HERETO, NOT DISPOSED OF BY AGREEMENT AND CONCERNING A QUESTION OF FACT IN CONNECTION WITH THE WORK UNDER CONTRACT, SHALL BE REFERRED TO THE COMMISSIONER OF THE DIVISION OF ADMINISTRATION OR A DULY AUTHORIZED REPRESENTATIVE FOR DETERMINATION, WHOSE DECISION WILL BE FINAL AND CONCLUSIVE CONCERNING CONTRACT MATTERS.</p> <p>AUDIT</p> <p>IT IS HEREBY AGREED THAT THE LEGISLATIVE AUDITOR OF THE STATE OF LOUISIANA SHALL HAVE THE OPTION OF AUDITING ALL ACCOUNTS OF THE VENDOR RELATING TO CONTRACT. THE VENDOR SHALL MAKE ALL RECORDS PERTAINING TO THIS CONTRACT AVAILABLE TO THE LEGISLATIVE AUDITOR FOR ANY SUCH AUDIT.</p> <p>SERVICES TO BE PERFORMED</p> <ol style="list-style-type: none"> <li>1. PROVIDE ALL PERSONNEL AND SERVICES AS REQUIRED BY THIS CONTRACT TO PROMOTE A VERY WELL-MANAGED AND CONDUCTED AUCTION FOR ANY AND ALL AUCTIONS. THIS SHALL INCLUDE, BUT IS NOT LIMITED TO A MINIMUM OF TWO (2) AUCTIONEERS, TWO (2) RINGMEN, FOUR (4) DOORMEN, TWO (2) GATE PERSONS, ONE (1) CASHIER, ONE (1) LAW ENFORCEMENT OFFICER, A CLERICAL STAFF OF NO LESS THAN FIVE (5) EMPLOYEES THAT ARE PROFICIENT WITH COMPUTER SOFTWARE USAGE, AND ANY ADDITIONAL, SUFFICIENT STAFF TO COLLECT MONIES AND TO EFFECTIVELY &amp; EFFICIENTLY PROCESS THE FLOW OF BUYERS DURING AN AUCTION EVENT. IN ADDITION TO THE ABOVE REQUIREMENTS, CONTRACTOR MUST PROVIDE ON MONDAY THROUGH WEDNESDAY FOLLOWING THE AUCTION, ONE (1) DOOR PERSON TO COORDINATE THE LOADING OF AUCTION CUSTOMERS.</li> </ol>			

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2. PROVIDE AN ACCURATE AUDITORY RECORD OF EACH AUCTION AND FURNISH LPAA WITH AN ORIGINAL COPY AT THE END OF EACH AUCTION.
3. COLLECT ALL FUNDS FROM THE PURCHASERS AND AGREES THAT THE RESPONSIBILITY FOR PAYMENT OF TAXES FROM FUNDS THUS RECEIVED UNDER THIS AGREEMENT SHALL BE SAID VENDOR'S OBLIGATION AND IDENTIFIED UNDER HIS TAX IDENTIFICATION NUMBER.
4. FURNISH A NOTARY PUBLIC TO SIGN AND SEAL ALL NECESSARY TITLES AND BILLS OF SALE AT THE AUCTION SITE. VENDOR WILL ALSO COMPLETE THE TITLES AND SALES INVOICES AT THE TIME OF SALE AND SHALL FURNISH THE PURCHASER WITH THE ORIGINAL SALES INVOICE AND TITLE WHERE APPLICABLE.
5. ASSUME FULL RESPONSIBILIYTY OF PAYING LPAA FOR ANY AND ALL ITEMS SOLD AT AUCTION.
6. HAVE THE FINANCIAL RESOURCES TO PROVIDE LPAA WITH A CERTIFIED CHECK, CASHIERS CHECK, OR BANK MONEY ORDER OF AT LEAST \$250,000.00 PER AUCTION EVENT THREE DAYS PRIOR TO DATE OF THE SALE FOR EVERY SALE WE CONDUCT. \$247,600.00 WAS THE AVERAGE AMOUNT SOLD DURING EACH NORMALLY SCHEDULED AUCTION THAT LPAA HOSTED FROM MARCH 2009 TO OCTOBER, 2009. THERE MAY BE MORE THAN ONE SALE CONDUCTED DURING A SINGLE MONTH IN WHICH YOU WOULD NEED TO SUBMIT A SECOND CHECK FOR THAT EVENT. YOU COULD BE REQUIRED TO SUBMIT MORE DEPENDING UPON THE ESTIMATED VALUE OF THE ITEMS BEING SOLD. ONE SALE DURING FY 2008 GROSSED IN EXCESS OF \$1,500,000. CERTIFIED CHECK, CASHIERS CHECK, OR BANK MONEY ORDER IS TO BE MADE PAYABLE TO "DIVISION OF ADMINISTRATION - LPAA" IN THE AMOUNT DETERMINED BY TE DIRECTOR OF LPAA OR HIS/HER DESIGNATED REPRESENTATIVE. SAID AMOUNT IS TO BE BASED ON THE DIRECTOR'S APPRAISED VALUE OF ALL ITEMS LISTED FOR SALE AT EACH AUCTION.
7. THE VENDOR MAY BE REQUIRED AND MUST HAVE THE CAPABILITY TO REMOVE AND STORE PURCHASED VEHICLES (OR OTHER TITLED ITEMS) THAT WERE ABANDONED AND LEFT ON LPAA'S AUCTION SITE. WHEN REQUESTED, THE SUCCESSFUL BIDDER MUST REMOVE THESE ITEMS WITHIN 6 BUSINESS DAYS AFTER THE SALE. THE LOUISIANA PROPERTY ASSISTANCE AGENCY WILL ASSUME THE RESPONSIBILITY OF REMOVING ANY AND ALL NON TITLED AUCTION ITEMS THAT REMAIN AFTER A PERIOD OF THREE (3) WORKING DAYS FROM THE DATE OF THE SALE.
8. SUCCESSFUL BIDDER SHOULD HAVE CAPABILITIES THAT WILL ALLOW THEIR COMPANY TO EFFECTIVELY MARKET UNIQUE ITEMS, IN ORDER TO IMPROVE THE ODDS THAT THOSE ITEMS WILL GENERATE TOP DOLLAR AT THE SALE. SOME EXAMPLES OF ITEMS SOLD IN PREVIOUS AUCTIONS THAT REQUIRED ADDITIONAL MARKETING INCLUDE A 65' BOAT AND 100 MOBILE HOMES.

MISCELLANEOUS (EXPERIENCE, FINANCIAL, RECORD KEEPING/ACCOUNTING)

TO BE CONSIDERED FOR AWARD,THE LOW BIDDER MUST PROVIDE PROOF OF EXPERIENCE AS OUTLINED BELOW:

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- YOUR COMPANY MUST HAVE AT LEAST FIVE (5) YEARS EXPERIENCE CONDUCTING LIVE PUBLIC AUCTIONS.
- AUCTIONEERS MUST HAVE CURRENT AUCTIONEER'S LICENSES.
- YOUR COMPANY MUST HAVE CONDUCTED AT LEAST EIGHT (8) AUCTIONS DURING A TWELVE (12) MONTH, CONSECUTIVE PERIOD OF TIME. THE TWELVE (12) CONSECUTIVE MONTHS MUST HAVE OCCURRED WITHIN THE PAST TEN (10) YEARS, BETWEEN JANUARY 1999 AND DECEMBER 2008.
- THE SALES FROM THOSE AUCTIONS MUST HAVE AVERAGED AT LEAST 800 LOTS PER AUCTION EVENT. EACH AUCTION SUBMITTED AS PROOF OF EXPERIENCE MUST HAVE CONTAINED A MINIMUM AVERAGE OF AT LEAST 85 LOTS CONTAINING A MIXTURE OF AUTOMOBILES, HEAVY EQUIPMENT, LAWN & GARDEN EQUIPMENT, FARM IMPLEMENTS, BOATS, TRAILERS, COMMERCIAL GRASS CUTTING EQUIPMENT, GOLF COURSE GROUNDS MAINTENANCE EQUIPMENT, ETC. . .
- THE GROSS SALES FROM THE AUCTIONS YOU SUBMIT AS PROOF OF EXPERIENCE MUST HAVE GENERATED PROCEEDS THAT AVERAGE AT LEAST \$200,000 DOLLARS PER AUCTION EVENT.

IN ADDITION, YOUR FIRM MUST ALSO:

- USE LPAA FURNISHED COMPUTER HARDWARE AND SOFTWARE USED TO REGISTER BIDDERS, RECORD AUCTION SALES, GENERATE SALES INVOICES, AND GENERATE A VARIETY OF AUCTION RELATED REPORTS. LPAA REQUIRES THE USE OF THIS EQUIPMENT BECAUSE IT ALLOWS THEM TO COMPLY WITH STATUTES GOVERNING THE INVENTORY, SALE, AND DISPOSAL OF STATE-OWNED, MOVABLE SURPLUS PROPERTY.

THE VENDOR SHALL SUBMIT A FINAL ACCOUNTING TO LPAA NO LATER THAN FIVE (5) WORKING DAYS FOLLOWING THE AUCTION. ANY ADJUSTMENTS NECESSARY TO THE VENDOR'S FEE SHALL BE COMPUTED AND REVISED PAYMENTS DUE EITHER PARTY SHALL BE MADE WITHIN TWENTY-FOUR (24) HOURS OF FINAL ACCOUNTING.

WITH THE APPROVAL OF THE DIRECTOR OF LPAA, THE VENDOR MAY SUBSTITUTE A CERTIFIED CHECK, CASHIER'S CHECK, OR A BANK MONEY ORDER IN THE REVISED AMOUNT IN EXCHANGE FOR THE PAYMENT PREVIOUSLY RENDERED. IF THE VENDOR DOES NOT EXERCISE THIS OPTION, LPAA WILL DEPOSIT TO ITS ACCOUNT THE CHECK RENDERED TO LPAA BY THE VENDOR PRIOR TO THE AUCTION.

INSURANCE REQUIREMENTS

CONTRACTOR'S LIABILITY INSURANCE:

PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.

INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:

COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE



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*SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARADOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.*

*PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE*

*PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURENCE WITH A MINUMUM AGGREGATE OF \$1,000,000.*

*LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.*

*PUBLIC LIABILITY:*

*THE VENDOR SHALL INDEMNIFY AND SAVE HARMLESS THE STATE OF LOUISIANA AGAINST ANY AND ALL CLAIMS, DEMANDS, SUITS AND JUDGEMENTS OF SUMS OF MONEY TO ANY PARTY FOR LOSS OF LIFE AND INJURY OR DAMAGE TO PERSONS OR PROPERTY GROWING OUT OF, RESULTING FROM, OR BY REASON OF ANY NEGLIGENT ACT OF OMISSION, OPERATION, OR WORK OF THE VENDOR WHILE ENGAGED UPON OR IN CONNECTION WITH THE SERVICES REQUIRED OR PERFORMED UNDER THIS PROPOSAL OR SUBSEQUENT CONTRACT.*

*CLAIMS FOR LIENS:*

*THE VENDOR SHALL HOLD THE STATE OF LOUISIANA HARMLESS FOR ANY AND ALL CLAIMS FOR LIENS FOR LABOR, SERVICES OR MATERIAL FURNISHED TO THE VENDOR IN CONNECTION WITH THE PERFORMANCE OF HIS OBLIGATIONS UNDER THIS AGREEMENT.*

*COMPLIANCE WITH LAWS:*

*THE VENDOR SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDIANCES IN CARRYING OUT THE PROVISIONS OF THIS CONTRACT. THESE LAWS INCLUDE LA MINOR LABOR LAW PLACARD TITLE 23, CHAPTER 3 OF REVISED STATUTES OF 1950, AS AMENDED.*

*GENERAL INFORMATION:*

*LPAA WILL FURNISH MATERIAL HANDLING EQUIPMENT, STAFF, AND SUPERVISORS WHO WILL RETRIEVE SOLD LOTS FROM THE AUCTION WAREHOUSE FLOOR AND OUTSIDE YARD. THEY WILL ALSO ASSIST CUSTOMERS WITH LOADING THEIR ITEMS. AUCTIONEER'S DOORMEN ARE RESPONSIBLE FOR VERIFYING THAT THE ITEMS THAT LPAA'S STAFF PULLS ARE LISTED ON THE AUCTION CUSTOMER'S INVOICE BEFORE ALLOWING LPAA STAFF TO DELIVER THOSE ITEMS TO THE*

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<div>CUSTOMER. AUCTIONEER'S GATE PERSONNEL SHALL CONFIRM OUTSIDE YARD ITEMS ARE LISTED ON AUCTION CUSTOMER'S INVOICE PRIOR TO ALLOWING ANYONE TO LEAVE THE AUCTION SITE WITH THOSE ITEMS.</div>			

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO:            LA PROPERTY ASSISTANCE AGENCY            LA PROPERTY ASSISTANCE AGENCY            WAREHOUSE            1059 BRICKYARD LANE            BATON ROUGE , LA 70802</p> <p>COMMODITY CODE: 962-09-018650</p> <p>AUCTIONEERING SERVICES:</p> <p>TO PROVIDE AUCTIONEER'S SERVICES FOR            LOUISIANA PROPERTY ASSISTANCE AGENCY            EFFECTIVE MARCH 1, 2010 THROUGH            FEBRUARY 28, 2011.</p> <p>THE GROSS SALES FOR THE PREVIOUS EIGHT            MONTHS FROM MARCH 1, 2009, TO OCTOBER            31, 2009, TOTALED APPROXIMATELY            \$1,981,310.00. THE AVERAGE MONTHLY            SALES WERE APPROXIMATELY \$247,663.75            PER MONTH. TOTAL ANNUAL SALES APPROX.:            \$2,971,965.00</p> <p>NO EXTRA AUCTIONS WERE HELD.</p> <p>STATE LICENSE NO. _____</p> <p>THE RENEWAL CLAUSE IS NOT APPLICABLE TO            THIS CONTRACT.</p> <p>PRICE IS IN TERMS OF COMMISSION            PERCENTAGE OF MONTHLY SALES.</p> <p>SEE ATTACHED SPECIFICATIONS AND SPECIAL            CONDITIONS.</p> <p>LPAA RESERVES THE RIGHT TO HOLD AUCTIONS            IN OTHER PARTS OF THE STATE. PLEASE            ADVISE IF YOU ARE WILLING TO PERFORM            AUCTIONEERING SERVICES IN OTHER MAJOR            CITIES OF THE STATE AS THE SAME MONTHLY            AUCTIONS.</p> <p>YES _____ NO _____</p> <p>LPAA WILL GIVE NINETY(90) DAYS NOTICE OF            SUCH ADDITIONAL AUCTION REQUIREMENTS.</p>	1	%COM	_____	_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	<p>LPAA RESERVES THE RIGHT TO HOLD AUCTIONS IN OTHER PARTS OF THE STATE AND CONTRACT WITH AUCTIONEERS AT THOSE LOCATIONS SEPARATE AND APART FROM THIS CONTRACT. AUCTIONS ARE NORMALLY HELD ON THE SECOND SATURDAY OF EACH MONTH AT THE LOCATION LISTED BELOW:</p> <p>1059 BRICKYARD LANE, BATON ROUGE, LA.</p> <p>THE NUMBER AND TYPE OF PERSONNEL THAT THE AUCTIONEERING CONTRACTOR SHALL SUPPLY FOR EACH AUCTION SHALL INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:</p> <p>TWO (2) AUCTIONEERS, A MINIMUM OF TWO (2) RINGMEN, FOUR (4) DOORMEN, TWO (2) GATE PERSONS, ONE (1) CASHIER, AND CLERICAL STAFF OF NO LESS THAN FIVE (5) EMPLOYEES THAT ARE PROFICIENT WITH COMPUTER SOFTWARE USAGE. BE ON DUTY AT 7:00 AM AND MUST REMAIN ON PREMISIS UNTIL ALL BUYERS ARE PROCESSED OR 4:30 PM ON THE DAY OF THE AUCTION.</p> <p>IN ADDITION, THE AUCTIONEERING CONTRACTOR SHALL SUPPLY ONE LAW ENFORCEMENT OFFICER, WITH ARREST POWERS, FOR SECURITY PURPOSES. IN ADDITION TO THE ABOVE REQUIREMENTS, ON MONDAY THROUGH WEDNESDAY FOLLOWING THE AUCTION, THE VENDOR WILL BE RESPONSIBLE FOR PROVIDING ONE (1) DOOR PERSON TO COORDINATE LOADING OF AUCTION CUSTOMERS.</p> <p>LPAA MAY OCCASIONALLY REQUIRE A "SECOND" AUCTION DURING THE SAME MONTH.</p> <p>IN THE EVENT OF A "SECOND" AUCTION BEING HELD AT THE LOUISIANA PROPERTY ASSISTANCE AGENCY, THE SAME NUMBER AND TYPE OF PERSONNEL ARE REQUIRED FOR THE REGULARLY SCHEDULED MONTHLY AUCTION.</p> <p>MANDATORY: REQUIRED AT ALL AUCTIONS. A MINIMUM OF TWO CHEMICAL TOILETS ARE TO BE DELIVERED TO LOUISIANA PROPERTY ASSISTANCE AGENCY, LOCATED AT 1059 BRICKYARD LANE, BATON ROUGE, LOUISIANA, 70802, TUESDAY AFTERNOON, BEFORE THE FIRST DAY OF INSPECTION, AND LEAVE THEM THERE UNTIL</p>				

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	WEDNESDAY AFTERNOON, OR THURSDAY MORNING AFTER THE AUCTION.  SPECIFY BRAND (& NUMBER IF APPLICABLE)  				